

set all text in Times New Roman, 12point  
use a 1" left and right margin

**FULL PARK NAME**

(set park name in bold, all caps, centered)

**WAYSIDE EXHIBIT PLANNING AND DESIGN SERVICES**

1. **BACKGROUND** (Set in all caps, bold, underlined, flush left. The number is not bold)

Provide a narrative description, including any information that is important for a clear understanding of the project. Include information such as park description and location; project location and site conditions; project history; project goals; stakeholders and partners; and installation deadline if relevant. (Text is set in 12 point, justified, with a 0.5" indent)

For example: Gulf Islands National Seashore spans 160 miles from Cat Island, Mississippi, to the eastern tip of Santa Rosa Island, Florida. The park was established in 1971 as a national seashore to preserve certain outstanding natural, cultural, and recreational resources along the Northern Gulf Coast of Florida and Mississippi. These include several coastal defense forts spanning more than two centuries of military activity, archeological values, pristine examples of intact Mississippi coastal barrier islands, salt marshes, bayous and submerged grass beds, complex terrestrial communities, emerald green water, and white sand beaches. In order to preserve these treasures it is important that they be interpreted in ways that help visitors experience them, understand them, and learn to appreciate their value. It is also important that those who visit the park are assured that their visits are safe and enjoyable.

In 2004, the park was devastated by hurricane Ivan and further damaged in 2005 by hurricanes Dennis and Katrina. Many wayside exhibits and other park resources including graphics were destroyed or damaged. Work in this task order is to restore parkwide wayside exhibits. Travel to the park is currently restricted.

2. **PURPOSE**

Provide a specific purpose statement. It should identify the primary tasks included (or not included); the expected number of waysides; and any special requirements such as tactile elements, custom base design, or other non-standard tasks. It is preferable to limit the purpose statement to a single sentence.

For example: The purpose of this task order is to provide the National Park Service (NPS), Harpers Ferry Center (HFC), with parkwide interpretive wayside planning and design, graphic research and acquisition, subject matter research, and new maps for all Gulf Islands National Seashore areas including 132 original and 87 duplicate waysides ranging in size from 36" x 48" orientation panels to small trailside identification panels.

3. **SCOPE OF WORK**

Provide specific task order requirements in this section. Include all phases and tasks that apply, and note those that do not. Refer to the base contract and attached specifications for tasks included in the contract. It is also helpful to note work specifically NOT included in the task order. Work already completed prior to this task order such as research, graphic acquisition, or site selection, should be noted. Any custom work not included in the base contract should also be clearly defined in this section of the task order. For a design-build contract, the scope of work must include a design-to figure.

For example: In accordance with the terms and conditions of the above-referenced contract, the contractor shall provide the National Park Service with all labor, materials, equipment, facilities, and travel necessary to provide planning and design for Gulf Islands National Seashore Parkwide Wayside Exhibits.

This Task Order includes the following phases of work as detailed in the Wayside Exhibit Planning and Design Specifications: Section 1 Programmatic Accessibility, Section 2 Site Analysis, Section 3 Wayside Exhibit Proposal, Section 4 Research and Graphic Acquisition, Section 5 Wayside Exhibit Plan, and Section 6 Graphic File Preparation, and supporting attachments in Section 7.

This task order includes development of new maps and new illustrations; translation of all orientation and safety text into Spanish; and tactile model design and fabrication. An outline Wayside Exhibit Proposal is provided to the contractor as Attachment A. The Contractor shall verify and update the draft Proposal based on on-site discussions with the park staff and COR. This task order does not include audio description.

#### 4. **TRAVEL, MEETINGS, AND PRESENTATIONS**

Provide specific requirements for any travel required in the task order such as travel to the park for the site visit, and travel for a post-award or other meetings or presentations. Refer to Section C of the base contract for more information on travel requirements. (Indent each item with a 0.5" indent)

For example:

##### A. **Wayside Exhibit Proposal**

A planner/writer and designer shall travel to Gulf Islands National Seashore to meet with the COR and NPS staff for two weeks to identify each wayside exhibit location, determine the purpose of each exhibit, and review available reference material and original graphics for each exhibit.

A planner/writer and designer shall travel to Harpers Ferry Center to meet with the COR to review and discuss the draft Wayside Exhibit Proposal.

A planner or designer shall travel to Gulf Islands National Seashore to meet with the COR and NPS staff to present the draft Wayside Exhibit Proposal.

##### B. **Wayside Exhibit Concept Plan**

A cartographer shall travel to Gulf Islands National Seashore to meet with the COR and NPS staff to conduct a field check of existing maps of the area and gather additional site reference material.

A cartographer shall travel to Harpers Ferry Center to meet with the COR and NPS staff to present and review draft maps.

A planner/writer and designer shall travel to Harpers Ferry Center to meet with the COR to review and discuss the draft Wayside Exhibit Concept Plan.

A planner/writer and designer shall travel to Harpers Ferry Center to meet with the COR and NPS staff present, review and discuss the revised Wayside Exhibit Concept Plan.

C. **Graphic File Production**

Etc.

5. **SUBMITTALS**

Provide specific requirements for each submittal. Identify the name and format for each submittal and the number of copies required. Refer to the base contract and attached specifications for submittals included in this contract. Any custom submittals should be described in the Scope of Work of each task order and listed here in the Submittals section. Refer to Section C of the base contract for more information on submittals.

For example: The contractor shall submit the following:

- A. Trip Report  
999 copies in digital format  
999 printed copies
- B. Draft Wayside Exhibit Proposal for COR review  
999 copies in PDF format
- C. Wayside Exhibit Proposal for Park and COR Review  
999 copies in PDF format  
999 printed bound copies
- D. Final Wayside Exhibit Proposal for Park Review  
999 copies of the Wayside Planner Application file  
999 copies in PDF format  
999 printed bound copies  
999 copies of geo-referenced data files
- E. etc.

6. **TIME FOR COMPLETION**

Provide a detailed schedule for all work to be completed. Be sure to include dates for travel, meetings, and submittals. Include a final end date for all work to be complete. Be sure to cross-reference this schedule with the Review and Approval schedule. Or you can create a general schedule with major milestones and ask contract offerors to propose a detailed schedule before the contract is awarded.

For example:

All work, including review and approval, shall be completed on or before Month 99, 2010 in accordance with the following schedule:

<b><u>SUBMITTAL</u></b> (set titles in bold all caps underlined)	<b><u>NOT LATER THAN</u></b>
A. Travel to the Park for the site visit (set text flush left with space below)	Date (center the date in column)
B. Submission of the Trip Report	Date
C. Submission of the draft Wayside Exhibit Proposal	Date
D. Travel to HFC to review the draft Wayside Exhibit Proposal	Date
E. Etc.	

7. **REVIEW AND APPROVAL**

Provide a detailed schedule for all reviews. Be sure to cross-reference this schedule with the Submittal schedule.

For example:

The COR will notify the Contractor, in writing, of approval or rejection of the work in accordance with the following schedule:

<b><u>DESCRIPTION</u></b>	<b><u>APPROVAL TIME</u></b> (calendar days)
A. Trip Report	999 days
B. Draft Wayside Exhibit Proposal	999 days
C. Wayside Exhibit Proposal	999 days
D. Final Wayside Exhibit Proposal	999 days
E. Etc.	

8. **CONTRACTING OFFICER'S REPRESENTATIVE**

The COR for this task order will be announced at the time of the award.

9. **PAYMENT SCHEDULE**

Provide a complete list of all the deliverables for which a payment is to be made, and indicate the percentage of the total contract cost for each deliverable. The Contracting Officer will revise this section when the contract is negotiated, and insert fixed prices for each deliverable. Not all deliverables require a payment. Payments may be negotiated with the contract offerors at the time of the award.

Upon completion and acceptance of all work, the Contractor will be paid a firm-fixed price of \$999,999 in accordance with the following schedule:

<b><u>DELIVERABLE</u></b>	<b><u>PERCENTAGE</u></b>
A. Trip Report	99%
B. Final Wayside Exhibit Proposal	99%
C. Draft Wayside Exhibit Plan	99%
D. Final Wayside Exhibit Plan	99%
E. Etc.	

10. **ATTACHMENTS** - The following items are incorporated into this order:

1. Document Name, 99 pages, dated Month 99, 2010
2. etc.